Ingle Farm Children’s Centre for Early Childhood Development and Parenting
Information for families

2 Belalie Rd
PO BOX 122
Ingle Farm
Phone: 8260 3511
Mobile: 0409 384 904
Email: dl.2630.leaders@schools.sa.edu.au
Welcome to Ingle Farm Children’s Centre

We welcome you and your child to our centre.

Our programme aims to provide a broad range of activities and experiences which will support your child to become a confident, successful, involved, inquisitive and independent learner with a strong sense of well being.

We support children to be respectful of others by showing care and empathy.

We hope your time with us will be a happy one.

Your child’s session times:

Starting __________________________________________

FULL DAY: ☐Monday  ☐Tuesday  ☐Wednesday  ☐Thursday

**TERM DATES**

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<tr>
<th></th>
<th>2014</th>
<th>2015</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Jan 28 – April 11</td>
<td>Term 1</td>
</tr>
<tr>
<td>Term 2</td>
<td>April 28 – July 4</td>
<td>Term 2</td>
</tr>
<tr>
<td>Term 3</td>
<td>July 21 – Sept 26</td>
<td>Term 3</td>
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<td>Term 4</td>
<td>Oct 13 – Dec 11</td>
<td>Term 4</td>
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<td>Term 1</td>
<td>Jan 27 – April 10</td>
<td>Term 2</td>
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<td>Term 2</td>
<td>April 27 – July 3</td>
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*Same day Start Policy.*

**From 2014:**

* Children who will turn 4 years of age on or before April 30th 2014 will start kindergarten in January 2014 and will start school in January 2015.

* Children who turn 4 years of age on or after May 1st 2014 will start kindergarten in January 2015 and will start school in January 2016.*
At Ingle Farm Children’s Centre
What we believe...

**VISION:** Ingle Farm Children’s Centre strives to develop each child’s full potential in a safe, welcoming, caring, inclusive environment.

**Principles:**
Secure, respectful and reciprocal relationships;
Children, families and staff feel a sense of belonging when they feel safe, comfortable and valued. When positive relationships are developed, children are better able to develop their own understandings about how to interact with others, how we are each responsible for our actions and the value of collaboration.

Quality teaching and learning;
Educators are responsive to the strengths, needs, interests, ideas and abilities of all children. They build on the knowledge children bring to the kindergarten to ensure that learning is relevant and engaging. Children, educators and families work together to identify strengths and to plan for future learning. Learning is assessed and reported to children and their families and used for future planning.

High expectations and equity
Educators have high expectations for all children regardless of their diverse circumstances and abilities. They plan for each child recognising and responding to any barriers that may impede their progress. They challenge inequities, promote inclusion and make decisions to ensure the rights of children are upheld and respected.

**Values**

* Respect    * Integrity    * Compassion    * Excellence
* Responsibility    * Encouragement

**Staff**

Director: Nadia Carruozzo

Teachers: Susan Keane
          Dianne Lawson
          Monika Olley
          Dani Adams

Early Childhood Workers: Dianne McCammon
                        Judy Garnaut
                        Mary Spiniello
                        Rebecca Freer (Preschool Support)

Occasional Care Co-ordinator: Heather Haskard
                             Joan Hewitt

Front reception: Sam Brockhoff

Lunch care ECW: Jill Clarke & Kayla Jellings
Bilingual Assistants and Preschool Support workers are also employed to support children and their families as required.

**Ingle Farm Children’s Centre Services**

In DECD kindergarten, children are able to access a maximum of 15 hours of kindergarten for 4 terms prior to starting school.

A transition programme is offered at the end of the term before they begin full time kindergarten. This consists of 2-3 visits so children can familiarise themselves with the centre and staff.

If you feel your child may have additional needs which may be helped by an extended period of time at kindergarten please discuss your concerns with the Director.

**Full time Kindergarten; hours of operation**

Monday to Thursday 8am – 3.30pm

Children attend two full days per week.

**Attendance:** if your child is going to be absent from kindy for any reason, please let staff know.

Attending kindergarten regularly sets up good patterns for school. It is important children attend on their allocated days unless they are sick or due to family circumstances.

Regular attendance:
- Support children’s learning
- Provides children with time to build relationships with children and adults at the centre. High absences can mean children find it difficult to make friends and to feel comfortable at the kindergarten. This negatively impacts on their learning and well-being.
- The kindergarten is staff on attendance not enrolment so when lots of children don’t attend it can mean we lose staff and this impacts on the quality of the programme we can offer.

**Emergency Care**

Extra Care at kindergarten is available under special circumstances. Please talk to a staff member if you are ever in need of this service. Only full-time children are eligible and it must be pre-arranged with Staff. If attendance is required over lunch time you will need to provide your child with a packed lunch.

Cost: $5.00 per hour
**Funded Occasional Care**

This service is available for children from 6 months to 5yrs of age. Parents can leave their children in Occasional Care at the Kindergarten and then have time for themselves to shop, play sport, attend appointments etc.

Please note: Occasional Care is only available to children who do not access any other form of child care or Family Day Care.

The programme is generally integrated with the kindergarten programme apart from certain times of the session such as snack time, story time etc.

**Session times**

**OVER Two years of age**
- **Morning Sessions:** Tuesday - Thursday: 8:30am - 11:30am
- **Afternoon Sessions:** Tuesday - Thursday: 12:15pm - 3:15pm

**UNDER two years of age:**
- **Morning Sessions only:** Tuesday and Wednesday: 8:30am - 11:30am

**Cost:** $1.50 or $5.00 a session. Sessions must be pre booked. See staff to enrol and discuss booking times.

**Cancellations:** Please note if you cancel your session and staff are unable to fill it you will be required to pay the fee regardless.

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**Library**

**Children’s Library**

The Ingle Farm children’s Centre Library is open for kindergarten children at the beginning of each day. Children will be given a library bag when you enrol and you are encouraged to help your child choose a book or Literacy Kit for borrowing. Staff are available to offer assistance with borrowing. Please report any damages/missing parts to staff for repairs.

**Parent Library**

A parent library is available on the lockers closest to the kindergarten entrance. Please use the cards to borrow out and return the items. Let us know if there’s anything specific you think would be a valuable addition to the library.

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**Fees**

DECD provides all kindergartens with funding but it is not sufficient to meet all the financial needs of the Children’s Centres kindergarten programme. Fees are requested from all families to assist with the purchasing of resources, general maintenance, power bills, cleaning costs and the general running of the kindergarten.
Fees are set by the Governing Council and are reviewed annually to ensure the kindergarten is financially secure.

Invoices will be placed in your child’s notice tray at the beginning of each term. We ask that these be paid as promptly as possible.

**Current fees are:**

Kindergarten (full time) $90 per term

Payment methods:

**Cash** - Please place correct money in an envelope provided next to the fees box, and remember to include your child’s name, indicate what you are paying for, and write the amount that you are paying on the envelope. Envelopes should be placed in the fees box located on the wall above the sign out table. As we are unable to provide change please ensure the correct amount is placed in the envelope.

**Electronic Banking** - details are included on invoice if you would prefer to pay using this method. Please remember to use your child’s name as reference when paying this way.

**What to bring each day**

- **Healthy snacks for the morning and afternoon (refer to food policy)**  
  Ingle Farm is a nut free children’s centre due to the increasing number of children with allergies. Please carefully read the Ingle Farm Children’s Centre Food Policy at the end of the booklet

- **A packed lunch in addition to the morning and afternoon snacks**  
  The Ingle Farm Children’s Centre Food Policy also applies to children staying for lunch. As we have very limited storage space in the fridge, please pack lunch boxes/bags with cold packs to ensure foods are kept cool, especially during warm weather. We are not able to re-heat foods at lunch time.

- **A named bottle**  
  Children access filtered water during the day using their own bottle.

- **A Cancer Council approved broad brimmed hat (refer to centre policy)**  
  The Cancer Council recommends that hats should be worn between the 1st of September and the end of April. Hats should be broad brimmed, bucket or legionnaire style to protect the neck and ears as well as the face. Children who don’t have a hat will need to play inside or on the verandah. This can be upsetting for children if their friends have hats and are able to access all outdoor areas and they are not.  
  As recommended by the Cancer Council sunscreen should be applied in the morning before kindergarten and staff will apply it again at lunch time. You will find a bottle of sunscreen on the sign out desk for your use.

- **Comfortable clothing and shoes**  
  Send your child in easy comfortable clothing which will not get in the way whilst playing. Clothes should be easy for the child to manage when going to the toilet.
so that their independence is supported. Belts are difficult to manage so they are best avoided where possible. Please keep Superhero dress up clothes for home as it can often encourage rough play at kindergarten. Loose fitting shoes such as thongs, slippers, Crocs and high heels are generally unsafe shoes for children especially when climbing and playing outside so we ask that you avoid these.

Please provide a complete set of spare clothes appropriate to the season for your child to change into in case of any accidents (e.g. getting wet whilst playing with water/sand, not getting to the toilet in time etc). Please include underwear (including socks) and ensure items are the correct size.

**Please label all items which your child may bring or take off during their time at kindergarten.**

**Health Care**

It is a requirement that children attending any service at the kindergarten requiring medication to be administered by staff (even once off) MUST have a form completed and signed by the child’s Doctor.

If your child is asthmatic, ASTHMA forms will need to be completed by your Doctor and are available from staff.

Please inform staff if your child has any other life threatening illness such as ANALPHLAXIS as a HEALTH CARE PLAN must be completed on enrolment to ensure everyone is aware of their responsibilities.

Any further queries or any other health dietary concerns please speak with staff.

**Children’s Learning**

Early childhood education is based on play based learning. Research throughout the world has shown that children learn best when they are involved in active, hands on learning, when they are active participants in constructing their understanding about the world around them. As educators we start with what children already know and we then build upon that knowledge.

‘Play provides opportunities for children to learn as they discover, create, improvise and imagine….play provides a supportive environment where children ask questions, solve problems and engage in critical thinking.”
From; Belonging, Being and Becoming; The Early years Learning framework for Australia

The role of teachers is to extend children’s thinking, to create environments and plan experiences that will challenge, encourage problem solving, exploration, creating, constructing and building relationships with peers and adults.
All kindergartens and child care centres in South Australia use Belonging, Being and Becoming- The Early Years learning Framework to plan, assess and report on children’s learning. The framework has been developed by the Commonwealth Government in consultation with all Australian states and territories. All early years services throughout Australia are expected to use the framework.

**Learning difficulties and additional Support**
Sometimes parents may be concerned about their child’s development, this could be with speech and language or learning in general. If you have any concerns at all please speak to a staff member during the enrolment process or at any time during their year at kindergarten. We know that the earlier we intervene to support children the better the outcomes.

If staff have any concerns they will discuss this with parents/caregivers and if eligible, support may be sought through DECD. This could include speech therapy, psychological assessments and preschool support.

**Assessment and reporting to families**

**Progress and summative reports.** During their time at kindergarten families will receive two reports. The first is a progress report written towards the end of the child’s second term of full time kindergarten. The report outlines areas of strength and goals for on-going learning.

The summative report is written at the end of your child’s final term of kindergarten and prior to starting school. The report will describe your child’s development against outcomes in the Early Years Learning Framework (EYLF).

**Portfolios** Each child at Ingle Farm children’s Centre has an individual portfolio. The portfolios hold a variety of information about your child’s learning and development during their time at kindergarten. Items may include photos, work samples and observations by staff. We encourage you to look at the folders with your child and to talk about their learning. You are also very welcome to borrow the portfolios over night or over the weekend. A (red) borrowing folder is available on the shelf under the portfolios. Portfolios are located near the art sink.

**Anecdotal observations** As staff work with your child they will observe and record notes about your child’s development and learning. These notes are then used for future planning to ensure we are meeting the interests and needs of your child.

**Quality Improvement Plan (QIP).** 2012 saw the introduction of the National Quality Standards. This is a Federal Government initiative, the outcome of which is to improve the quality of care and education in child care, kindergartens and out of hours school care services (OHSC) throughout Australia. Sites will be assessed every three years to ensure the standards are being met. The QIP is part of an improvement cycle which highlights the areas we will be focussing on for improvement. The plan will be displayed and information will be provided about our progress throughout the year and in the annual report which is presented at the kindergartens’ annual general meeting in November.
Parent Involvement

Parents/families are encouraged to be involved in whatever capacity they feel comfortable. There are many ways you can be involved in your child’s kindergarten.

Parents can
- join the Governing Council
- help children with activities, games, reading books etc during the session
- share a skill such as cooking or gardening
- participate in working bees
- attend open nights, parent meetings etc
- help with rosters such as the end of term cleaning
- read notices, newsletters
- assist with excursions
- assist with library

Governing Council
The Governing Council is representative of the families of Ingle Farm Children’s Centre. It is responsible for the general running of the centre and is accountable to the members of the centre and also the Department for Education and Child development (DECD) in regard to the financial management of the centre. Any parent or guardian of a child attending the centre may become a member.

The Ingle Farm children’s Centre is responsible for deciding how we raise funds for the centre (levies, fundraising) for paying bills, decision making for the benefit of the centre and the children, buying furniture and equipment, obtaining the services of cleaners, auditors etc and the planning of social functions. It is made up of parents from the Centre plus the director and a staff member.

If you are interested in becoming a governing council member, speak to any staff member at the centre or come along to one of the regular governing council meetings. Meetings dates and times are advertised in the centre newsletter and are usually held on a Monday evening at 7.00pm.

Parental Responsibilities
- Parents/carers are requested to respect session times when bringing or collecting your child as staff are involved in setting up and preparing activities at the beginning and end of the day. If for some reason you do have to drop your child off early then please see staff prior to the day so that arrangements can be made.
- Please accompany your child safely into the kindergarten building every day so that staff are aware of children coming and going and that relevant information is passed on.
- **If someone other than you is going to be collecting your child please write this on the ‘who’s picking up’ sheet located on the table near the exit door and inform a staff member.**
- Please check your child’s communication pocket each day for newsletters, notices, invoices etc
- Please notify staff if any of your contact details change (phone numbers, address, family situation etc). All information shared with staff is confidential.
- **Please note** – there is a 25kph speed limit around the school. Please obey line markings: no parking on yellow lines or dotted lines in front of the bus stop. Families have been given parking fines for not obeying the parking restrictions.

**Other**

**Lost Property**
Any clothing or other items (e.g. lunch boxes, drink bottles etc) that have been misplaced may be found in our Lost Property cupboard. This cupboard is located in the foyer, below the children’s notice trays. The cupboard is emptied of all unnamed articles at the end of each term.

Please **NAME** all items that come to kindergarten.

**Washing**
At some stage during your child’s year at Kindergarten we will probably give you a bag of washing as we have no washing facilities at the kindergarten. However, if when asked it is inconvenient, just let us know.

**Smoking**
**New smoke free laws that came into effect in 2012...**

As of May 31st 2012 new State Government Legislation came into effect that:
- Bans smoking within 10 meters of children’s playground equipment
- Bans smoking under covered public transport waiting areas including bus, tram, train and taxi shelters and other areas used to board or alight from public transport that are covered by a roof
- Gives local councils and other incorporated bodies the ability to apply to have an outdoor area or event declared smoke free

This means no smoking in or around the kindergarten/school.

**Local schools**
It is your responsibility to enrol your child in the school of your choice. It is important that you child is enrolled at least 6 months prior to beginning school. This allows the school to plan for the number of new children starting school, class placements and also allows your child the opportunity to participate in school transition visits where they can spend some time in the classroom.

Please note most private schools require that your child be booked years in advance.

Please let staff know which school your child will be attending once they are enrolled.

Below are some local DECD schools you may wish to contact:
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<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Ingle Farm Primary School</td>
<td>Belalie Rd, Ingle Farm</td>
<td>8262 4864</td>
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<tr>
<td>Ingle Farm East Primary School</td>
<td>Halidon St, Ingle Farm</td>
<td>8264 5166</td>
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<tr>
<td>Pooraka Primary School</td>
<td>South Tce, Pooraka</td>
<td>8262 1010</td>
</tr>
<tr>
<td>North Ingle Primary School</td>
<td>Rothwell Ave, Ingle Farm</td>
<td>8264 7498</td>
</tr>
<tr>
<td>Para Vista Primary School</td>
<td>Montague Rd, Para Vista</td>
<td>8264 9588</td>
</tr>
<tr>
<td>Modbury West Schools</td>
<td>Wright Rd, Modbury</td>
<td>8263 2892</td>
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**Community Services**

**Ingle Farm Children’s Centre:**
Each Children’s Centre has a Community Development Co-ordinator (CDC). Their role is to support parenting, to make links with organisations within the community that can support families. Activities and services will also be offered at the Children’s Centre. Please ask for the term programme.

Please contact the CDC if you require any support, would like to be involved or would like to discuss your desires in relation to parenting support.

Please note the CDC position is currently vacant and should be filled during term 3 2014.

Community Development Coordinator
Ingle Farm Children’s Centre for Early Childhood Development and Parenting
2 Belalie Rd, Ingle Farm
Tel: 08 8260 3511 | Mob: | Email:

**Family Zone**, located on the grounds of Ingle Farm Primary School offer a wide range of services and courses for families. This may include seminars, parenting courses, playgroups, English classes and support groups.

For further information contact;
**Family Zone**, Ingle Farm Hub
Corner Montague and Belalie Roads, Ingle Farm
(On the grounds of Ingle Farm Primary School)
Tel: 8349 6099
http://www.salisbury4c.org.au
A number of School Dental Clinics in the North eastern area have now closed and formed the new SA Dental Service.

***Dental care is free for toddlers and preschool aged children. Adults may receive care at a reduced cost.

Our closest SA Dental Service is located at the **GP Plus Super Clinic, Modbury**
77 Smart Rd, Modbury
7425 8700
At Ingle Farm Children’s Centre we promote healthy eating and encourage children to make healthy food choices. We believe that early childhood is an important time for establishing life long healthy eating habits.

Good nutrition and healthy foods:
- contribute to good health and well being which is vital for positive engagement in learning
- helps children to concentrate, learn and build energy reserves for sustained physical activity
- supports good growth and development while reducing the risk of illness
- minimises the risk of diet related illnesses later in life such as high blood pressure, heart disease, diabetes and some cancers

Our Food Policy is based on the Eat Well SA Schools and Preschools Healthy Eating Guidelines which provide a framework on which DECD schools and preschools can promote learning, health and well being in relation to food and nutrition.

**Ingle Farm Children's Centre is a nut free centre**

Please inform staff if your child has any type of allergy/allergic reaction

Foods we **DO** recommend for snack and lunch include:
* Fresh fruit  * vegetables  * pikelets/scones  * Cheese  
* yoghurt  * rice cakes  * savoury/fruit muffins (low in sugar)  
* dried fruit  * fruit bread  * dry biscuits  
* sandwiches (healthy savoury fillings)

Please note: we cannot heat children’s lunches; please include ice/cold packs in your children’s lunch boxes to keep food cold.

We request the following foods are **NOT** included for snacks and lunch:
* Nutella/chocolate spreads  * peanut paste  * chips  * cakes  * sweets  
* muesli bars with nuts/chocolate  * milk drinks  * cordial  * chocolate  
* lollies  * roll ups  * custard  * sweet biscuits (e.g. Tiny Teddies)  * soft drinks

These foods are high in sugar, fats and salts and provide low nutritional benefits.
If children bring any of the above items, staff will talk with the child about their snack and the item will be given to the parent at the end of the day along with a note explaining why it is unsuitable. If the child does not have any other foods they will be given a healthy alternative e.g. sultanas, fresh fruit or a sandwich.

- Do you have any excess fruit or vegetables from your garden? Why not donate them to the kindergarten to be used at snack times or to share with other kindergarten families?

Allergies and special dietary requirements:
At any time a number of children attending this kindergarten may have a severe allergy, usually to foods such as nuts, dairy, seafood and eggs. This can be life threatening in some cases. Families will be informed when these children are attending and the foods they are allergic to. Depending on the severity of the allergic reaction we may need to add certain foods to the ‘not recommend’ list for a period of time.

Currently we are a nut free centre so no foods containing nuts are permitted within the centre.
Staff will work with the families of children who require special dietary considerations to develop a health care plan with their doctor/health care professional.

Educational Environment and Curriculum
- Children have access to cool filtered water at all times. Please ensure your child has a drink bottle each day.
- Children and staff will be encouraged to wash hands before eating or cooking.
- Cultural needs and beliefs are taken into consideration when planning our learning programme.
- Staff will model good eating practices.
- Lunch and snack times are seen as important social situations where children enjoy eating together and “compare” snacks and lunches. It provides a wonderful opportunity for staff to talk about healthy food choices.

The kindergarten curriculum will support children to learn about healthy food and lifestyle choices. This will include the importance of a healthy balanced diet. We recognise that this also involves recognising that some foods are acceptable in moderation and for special occasions such as birthdays and celebrations. We refer to these as “sometimes food”.

We regularly cook with the children and where possible we try to use produce from the kindergartens’ vegetable garden. Children are involved in learning about the garden and how to care for it which helps their understanding about where food comes from.

FOOD SAFETY
Ingle Farm Children’s Centre;
- provides hand washing facilities for all adults and children with adults and children encouraged to wash their hands with soap and water before eating or cooking.
- promotes healthy foods and healthy eating through cooking experiences.
- asks parents to provide food in cooler bags/lunch boxes with cold packs to ensure food stays cool until eaten.

*As we do not have sufficient fridge space for all snacks/lunches we recommend that you include a freezer pack in your child’s bag/lunch box to ensure food is kept fresh.

BIRTHDAYS AND SPECIAL OCCASIONS
Children’s birthdays are celebrated by singing ‘Happy Birthday’. Each child also receives a special sticker. Please do not send birthday cakes or treats.
Behaviour Guidance Policy -
Supporting children to solve problems

At Ingle Farm Children’s Centre we believe;
* Everyone has the right to feel safe all of the time.
* We can help ourselves to feel safe by talking to people we trust.
* The environment we provide should be inclusive and free from bullying, harassment and violence.
* Children learn best when they experience success and have positive self-esteem.
* Young children are developing the ability to wait, to share, to appropriately express feelings (e.g. anger, sadness, fear) to cope with tiredness and disappointment.
* Staff and parents need to share responsibility, being consistent at all times, creating a safe, secure environment for children and modelling appropriate behaviour.
* Strategies must address the needs of individual children, including those with disabilities, developmental delay, gifted and talented and those with emotional needs.

Learning is a social experience so children may experience difficulties as they learn how to interact with others and to understand what kind of behaviour is acceptable and what is not.

Educators will support children to resolve any issues they may have and to be assertive in defending their rights and the rights of others. Educators will intervene to support all parties.

The Ingle Farm Children’s Centre Behaviour Guidance Policy provides more information about some of the strategies staff will use with children.

Educators will support children by taking the following steps:
1. **Intervene** stop the behaviour
2. **Talk** with the child/children to identify the problem
3. **Listen** to “both sides”
4. **Ask** how did this make you feel?
5. **Give** the child/children the language to say how they felt i.e. “I feel scared when you growl at me”
6. **Encourage** children to tell others how they are feeling e.g. “Stop! I don’t like it when you...”
7. **Decide** together on an appropriate solution
8. **Monitor**
9. **Praise** positive behaviour as soon as possible
Ingle Farm Children’s Centre
Skin Protection and Hot Weather Policy

Australia has one of the highest incidences of skin cancer in the world with two out of every three people developing some form of skin cancer before they are 70. The Cancer Council recommends that a Skin Protection Policy is in place from September 1 until 30 April when UV radiation levels are above 3 and that particular care should be taken between 10am and 3pm.

At Ingle Farm Children’s Centre we promote sun safety as part of our educational program. We encourage parents to promote with their children an awareness of the need to be sun safe at kindergarten as well as at home. Children need to be supported to recognise and respond to environmental heat and to have areas provided for them to minimise the effects of the heat.

This Policy is in line with ACECQA regulations (National Quality Standards) and DECD Policy. We are also guided by the Cancer Council (SA) and its SunSmart policy.

The following will support children to be safe whilst at kindergarten:

**Hats for outside play**

- Parents will be asked to provide a hat for their child that conforms to the Cancer Council requirements. Hats should be legionnaires, bucket or broad brimmed styles. **NO Caps please as they do not provide enough protection to the neck and ears.**

**Hat styles:**

- A broad brimmed hat with a brim of at least 6cms.

- A bucket hat with a deep crown that sits low on the head and has an angled brim, at least 5cm wide.

- A legionnaire style hat where the flap meets the side of the front peak.

- The kindergarten has legionnaire hats available for purchase at a cost of $7.50. **Please note the kindergarten does not have spare hats.**

- Children will be required to wear hats during all outdoor play; **No hat, no outdoor play**

- From **September 1 until the end of April** children without hats will need to play indoors or under the verandas at the kindergarten.

- Staff, volunteers and visitors will also be requested to wear hats when in the yard during these times
**Sunscreen**

- Parents are asked to apply sunscreen to their child each day prior to coming to kindergarten (1st Sept to end of April).
- Staff will assist children to re-apply sunscreen at lunch times (1st Sept to end of April).
- Sunscreen is available on the sign out desk for parents/caregivers use if required.

**Clothing**

- Parents are encouraged to dress children in clothing that minimises heat gain and provides good sun protection. Please remember young children can become quite hot during periods of hot weather. Clothing in layers that can be easily removed during activity that is sun-safe is most suitable.

**Drinks**

- Families are asked to provide their child with a water bottle each time they attend kindergarten.
- Children will be reminded to drink water throughout the day, particularly during periods of hot weather.

  Cool, clean filtered water is available at all times

**Lunches**

- Parents are encouraged to pack food in insulated containers with a freezer brick or frozen water bottle.
- Parents are asked to place their children’s lunches in one of the trolleys which will be available each morning.

**Extreme Hot Weather**

- During periods of extreme heat the centre is air-conditioned and will remain open, however parents are welcome to collect their child early if they wish.
- Children will be kept inside or on the verandah during these times.
- During hot weather children and the provision of activities will be closely monitored, particularly in the outdoor area. Children will be directed to places out of the direct sun or indoors.

**Curriculum**

- The staff at Ingle Farm Children’s Centre will reinforce SunSmart messages by role modelling and appropriate teaching activities in line with Belonging, Being and Becoming: The Early Years Learning Framework;
- Outcome 3: Children take increasing responsibility for their own health and physical wellbeing.
Dear parents/caregivers

Now that the Ingle Farm Children’s Centre has joined the Ingle Farm Primary School and Family Zone on the Ingle Farm Campus, we have more families than ever coming and going from the site. It has raised very serious concerns about the safety of children and students as cars, school buses and taxis enter and exit the car parks. Many parents are also parking in the car parks whilst involved in Family Zone activities. This often means staff working in the various services are not able to find a car park.

The Department for Education and Child Development (DECD) does not provide on-site parking at any school or kindergarten for parent/caregiver use. This is to ensure the safety of children and adults. On site parking on the Ingle Farm Campus is reserved for DECD, Family Zone and CaFHS (Health) staff only. Staff generally arrive and depart when children/students are not present.

Where do parents/caregivers park?
- Along Belalie Road
- In the Ingle Farm Sports Club car parks

If you have a disability or an issue with walking please speak with the leader of the service your child is attending.
  - Gael Little (Acting-Principal, Ingle Farm Primary School)
  - Kathlene Wilson (Manager, Family Zone)
  - Nadia Carruozzo (Director, Ingle Farm Children’s Centre)

We thank you in advance for your co-operation and support in keeping all children and students safe.

Regards,
Nadia Carruozzo, Gael Little and Kathlene Wilson.
(September 2013)

Please note as of January 2014: Bek Pressler is the Principal of Ingle Farm Primary School